





September 16, 2024

This is Amendment No. A1. The specifications in our invitation for bid on Jacket 547-748, scheduled for opening at 11 a.m. Eastern Time, Wednesday, September 18, 2024, is amended as follows:

1. The partial deliver of 200 binders is changed to October 21, 2024.
2. The delivery date for the balance (1,800 binders) is changed to March 26, 2025.
3. The remaining schedule as well as the bid opening date is unchanged.

All other specifications remain the same.

If amendment is not acknowledged on bid, direct acknowledgement to:

U.S. Government Publishing Office  
Bid Section, Room C848, Stop CSPA  
732 North Capitol Street NW  
Washington, DC 20401-0001

Amended bid or acknowledgement must be submitted using the method(s) specified in the solicitation for bid submission. Telephone or e-mail submission is not acceptable.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING. Failure to acknowledge receipt of amendment, by amendment number, prior to bid-opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JERMAINE BERRYMAN  
Contracting Officer

**BID OPENING:** Bids shall be opened virtually at 11:00 AM, Eastern Time (ET), on September 18, 2024, at the U.S. Government Publishing Office. All parties interested in attending the bid opening shall email [bids@gpo.gov](mailto:bids@gpo.gov) one (1) hour prior to the bid opening date and time to request a Microsoft Teams live stream link. This must be a separate email from the bid submission. The link will be emailed prior to the bid opening.

**BID SUBMISSION:** Bidders MUST submit email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-748) and bid opening date (September 18, 2024) must be specified in the subject line of the emailed bid submission. *Bids received after the bid opening time/date specified above will not be considered for award.*

**ISSUE DATE:** September 9, 2024

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS, CALL (214) 767-0451, EXT. 5 (JIM HUNT).

## SPECIFICATIONS

U.S. Government Publishing Office (GPO) Southcentral Region

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

**PRODUCT:** Universal easy-lock binder printing one color using silk-screen ink with clear coat gloss varnish over all silk-screened areas.

**TITLE:** Universal Easy Lock Binder

**QUALITY LEVEL:** III Quality Assurance Through Attributes (GPO Publication 310.1, effective May 1979 (Rev. 09-19)) applies.

**QUANTITY:** 2,000

**TRIM SIZE:** Cover: 9-3/4 x 11-3/4"  
Backbone: 2-1/2 x 11-3/4"

### DESCRIPTION:

**Printing:** Outside front panel has 18 type lines and one heavy rule in solid PMS 873C Gold. Inside panel has "How To Operate ..." Instructions centered all ways, printing in PMS 873C Gold. Back cover has two lines of type matter printing in solid PMS 873C Gold. Back bone has two lines of type matter printing in solid PMS 873C Gold. Silkscreen method directly on the binder. Use the supplied sample as manuscript copy and layout guide. Contractor to typeset with matching fonts, type, style, and weight and size. Silkscreen must be clean and solid with no pitting. Apply a clear coat gloss varnish over all silk-screened areas. See Exhibits C/D

**Debossing:** Front cover will have one debossed area 6-3/8 x 4-1/2" for placement of a label. Backbone will have one debossed area 2-1/2 x 2-3/4" for placement of a label. Depth of debossed (recessed) areas is 0.0010".

**Construction:** Flanged, full length piano hinges; front and back covers riveted with four (4) exposed rivets each; backbone riveted with eight (8) exposed rivets; rivets to match color of cover material "Black". Hinges must be lubricated with silicone spray on assembly. Front and back covers to have rounded outside corners and edges. Contractor to exactly match furnished sample stock, weight, color, locking mechanism, text and rules. SEE EXHIBITS A/B.

**Seamless Tubes:** Three (3) 1/4" diameter posts and sleeves on 4-1/4" centers. Each post in the seamless tube set must telescope enough to expand the internal spine from a width of approx... 2-1/8" to a width approx... 3-5/8". Easy-Lock binder material mechanism must incorporate seamless metal tubes. Tubes with seams are not acceptable. Each set of seamless tubes should be about 4-1/4" inches apart. NOTE: the lever for opening and closing the mechanism is to be positioned at the top/front of the binder to prevent abrasion on shelves and possible bending or breakage of trigger.

**Checkering:** A 2" wide checkering zone (0.005" minimum depth) near the backbone shall extend full height on the front and back covers to enhance gripping. This checkering (cross-hatching, pattern of checks or square) shall be similar to that used on a riffle stocks and pistol grips.

**GOVERNMENT TO FURNISH:**

- Purchase order.
- 2 sheets with text for binders
- 1 previous sample
- Delivery Instructions Sheet Navy Forms Material
- Warehouse Unit-of-Issue Label

Any discrepancies of the Government Furnished Materials (GFM) and these specifications, or instances of missing files, fonts, instructions, etc. are to immediately be brought to the attention of GPO Southcentral prior to further performance. Email: [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**STOCK:** Modified Linear Polyethylene, 0.180 Gauge, 0.100 grain, black.

**INK:** Pantone 873C (GOLD)

**VARNISH:** Spot clear gloss varnish.

**MARGINS:** Follow supplied sample binder. No bleeds.

**PROOFS:** Contractor to submit one "Press Quality" PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match. Contractor must email Jim Hunt at [jhunt@gpo.gov](mailto:jhunt@gpo.gov) to confirm receipt.

Soft proofs will be withheld not longer than TWO (2) workdays from date of receipt by the Government to date of proof approval and/or corrections from the ordering agency via email. NOTE: The date of receipt by the Government is NOT considered the first workday.

Email the PDF proofs to [Kevin.Ellen@dla.gov](mailto:Kevin.Ellen@dla.gov), [ramel.d.miner.civ@us.navy.mil](mailto:ramel.d.miner.civ@us.navy.mil) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov), no later than September 25, 2024.

Upon approval of the PDF proofs, the contractor must provide ONE (1) PRODUCTION SAMPLE.

The prior-to-production sample requirement for this contract is ONE (1) construction sample. Sample shall be printed and constructed as specified and must be of the size, kind, and quality that the contractor will furnish. Sample must delivery on or before October 1, 2024.

Prior-to-production sample will be inspected and tested for conformance of materials and must comply with the specifications as to construction, kind, and quality of materials.

Contractor is responsible for all costs incurred in the delivery of the proofs. The Government will approve, conditionally approve, or disapprove the samples. Approval or conditional approval shall not relieve the contractor from complying with the specifications and all other terms and conditions of the contract. A conditional approval shall state any further action required by the contractor. A notice of disapproval shall state the reason(s) therefore.

If the samples are disapproved by the Government, the Government, at its option, may require the contractor to submit additional samples for inspection and test, in the time and under the terms and conditions specified in the notice of rejection. Such additional samples shall be furnished, and necessary changes made, at no additional cost to the Government and with no extension in the shipping schedule. The Government will require the time specified above to inspect and test any additional samples required.

In the event the additional samples are disapproved by the Government, the contractor shall be deemed to have failed to make delivery within the meaning of the default clause in which event this contract shall be subject to termination for default, provided however, that the failure of the Government to terminate the contract for default in such event shall not relieve the contractor of the responsibility to deliver the contract quantities in accordance with the shipping schedule.

In the event the Government fails to approve, conditionally approve, or disapprove the samples within the time specified, the Contracting Officer shall automatically extend the shipping schedule in accordance with Contract Clause 12, "Notice of Compliance With Schedules," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01- 18)).

Manufacture of the final product prior to approval of the samples submitted is at the contractor's risk. **SAMPLE WILL NOT BE RETURNED TO THE CONTRACTOR.** All costs, including the costs of all samples, shall be included in the contract price for the production quantity.

Send prior to production sample to:

NAVSUP Weapon Systems Support  
Attn: Ramel Miner, Code 0091, (717-605-3335)  
5450 Carlisle Pike, Bldg. 6  
Mechanicsburg, PA 17055  
M/F: Prior to Production Sample

Proofs will be withheld not more than FIVE (5) workdays.

The contractor must not print prior to receipt of an OK to Print.

**PACKING:** Pack binders in suitable and equal amounts in sturdy shipping cartons, with protective paper sheets or equal between each binder to ensure printed areas of covers and spines do not scratch or chip during shipment. Contractor to ensure no damage occurs to any binder during shipping. Each shipping container must not exceed 45 pounds when full packed.

**LABELING AND MARKING:** Reproduce shipping container GPO Form 905 from furnished repro, fill in appropriate blanks and attached to shipping containers. Each binder will have a warehouse unit-of-issue label completed.

**SCHEDULE:**

- Purchase Order will be emailed to the contractor on or before **September 23, 2024**.
- Deliver PDF proof via email on or before **September 25, 2024**.
- Delivery Prior to Production sample on or before **October 1, 2024**.
- Deliver a total of 200 advance copies on or before **October 20, 2024**.
- Deliver balance (1,800 copies) on or before **December 16, 2024**

**DISTRIBUTION:** Deliver F.O.B. Destination. Ship all destinations by traceable means. All expenses incidental to picking up and returning materials and samples must be borne by the contractor.

Deliver both advance and final balance binders to:

NAVSUP Weapon Systems Support  
Attn: Ramel Miner, Code 0091, (717-605-3335)  
5450 Carlisle Pike, Bldg. 6  
Mechanicsburg, PA 17055  
M/F: UNIVERSAL EASY LOCK BINDER  
Jacket 547-748\Req. No. 4-321324E

Note: MANDATORY – Call 24 hours in advance to confirm/arrange delivery. Immediately upon completion of this order, return all GFM to address above.

Return all GFM's to within 7 working days of completion of order to:

NAVSUP Weapon Systems Support  
Attn: Ramel Miner, Code 0091, (717-605-3335)  
5450 Carlisle Pike, Bldg. 6  
Mechanicsburg, PA 17055

All expenses incidental to returning materials and submitting proofs, must be borne by the contractor.

**COMPLIANCE REPORTING:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Kevin Ellen ([Kevin.Ellen@dla.mil](mailto:Kevin.Ellen@dla.mil)), Jim Hunt ([jhunt@gpo.gov](mailto:jhunt@gpo.gov)) and [compliance@gpo.gov](mailto:compliance@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 547-748, Req 4-321324E. The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**NOTIFICATION OF SHIPMENT:** Immediately after the order has been shipped, the contractor MUST furnish shipping information to Agency. Include the order title, GPO jacket number, requisition number, date of shipment, quantity (copies, # of cartons, etc.), and tracking information for deliveries. Email [Kevin.Ellen@dla.mil](mailto:Kevin.Ellen@dla.mil), [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

**QUALITY ASSURANCE THROUGH ATTRIBUTES:** The bidder agrees that any contract resulting from bidder's offer under these specifications shall be subject to the terms and conditions of GPO Pub. 310.1 "Quality Assurance Through Attributes – Contract Terms" in effect on the date of issuance of the invitation for bid.

**LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:  
Product Quality Levels:

- (a) Printing (page related) Attributes – Level III
- (b) Finishing (item related) Attributes – Level III

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<b>Attribute Specified</b>	<b>Specified Standard</b>
P-7. Type Quality and Uniformity Production Sample	Average Type Dimensin in Publication/Approved Prior to
P-9. Solid or Screen Tints Color Match	Pantone Matching System/Approved Prior to Production Sample

**OFFERS:** Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for additional copies (per each, per hundred, or per thousand). The price of the additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will NOT be a factor for determination of award.

**BID SUBMISSION:** Bidders MUST submit email bids to [bids@gpo.gov](mailto:bids@gpo.gov) for this solicitation. No other method of bid submission will be accepted at this time.

The Jacket number (547-748) and bid opening date (September 18, 2024) must be specified in the subject line of the emailed bid submission. Bids received after the bid opening time/date specified above will not be considered for award.

NOTE: Bidders are to fill out, sign/initial, and return pages 7-8.

**ADDITIONAL EMAILED BID SUBMISSION PROVISIONS:** The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following –

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.
4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

**PRE-AWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of

responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are encouraged to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**CONTRACTOR:** \_\_\_\_\_

**SHIPMENT(S):** Shipments will be made from: City \_\_\_\_\_, State \_\_\_\_\_

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated, and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

***Bid Amount:*** \_\_\_\_\_

***Additional rate:*** \_\_\_\_\_ ***Per*** \_\_\_\_\_

**DISCOUNTS:** Discounts are offered for payment as follows: \_\_\_\_\_ Percent, \_\_\_\_\_ calendar days. See Article 12 "Discounts" of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

**BID ACCEPTANCE PERIOD:** In compliance with the above, the undersigned agree, if this bid is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

**AMENDMENT(S):** Bidder hereby acknowledges amendment(s) number(ed) \_\_\_\_\_

\_\_\_\_\_  
Contractor Initials

**BIDDER’S NAME AND SIGNATURE:** Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one completed copy of all applicable pages that include the Jacket Number, Bid Price, Additional Rate, Discounts, Amendments, Bid Acceptance Period, and Bidder’s Name and Signature, including signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, § 2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder

\_\_\_\_\_  
(Contractor Name) (GPO Contractor’s Code)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City – State – Zip Code)

By \_\_\_\_\_  
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

\_\_\_\_\_  
(Person to be Contacted) (Telephone Number) (Email)

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THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_  
(Initials and Date)

Contracting Officer: \_\_\_\_\_  
(Initials and Date)

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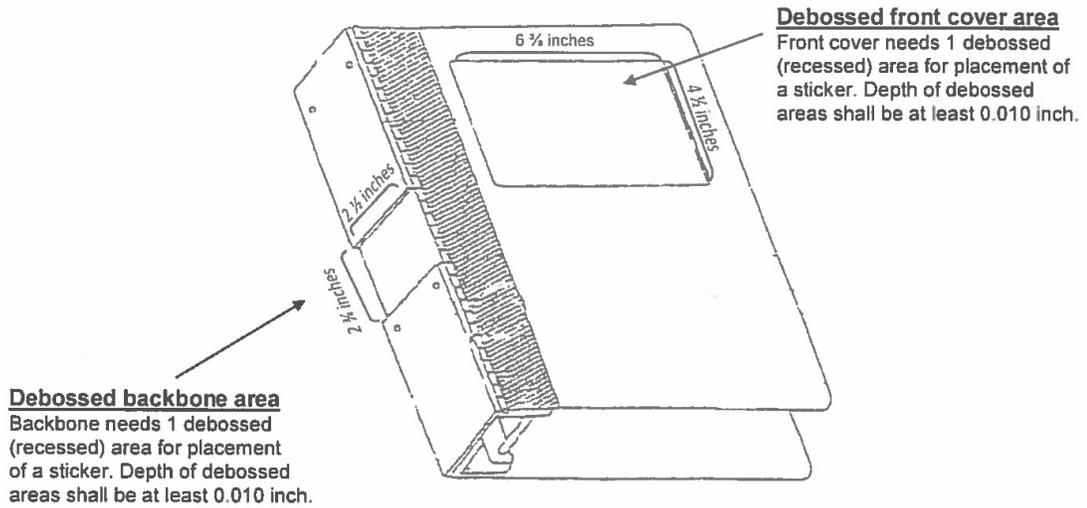
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(COMPLETE AND SUBMIT THIS PAGE WITH BID)

# EXHIBIT A

## Figure 1: Debossing & Checkering

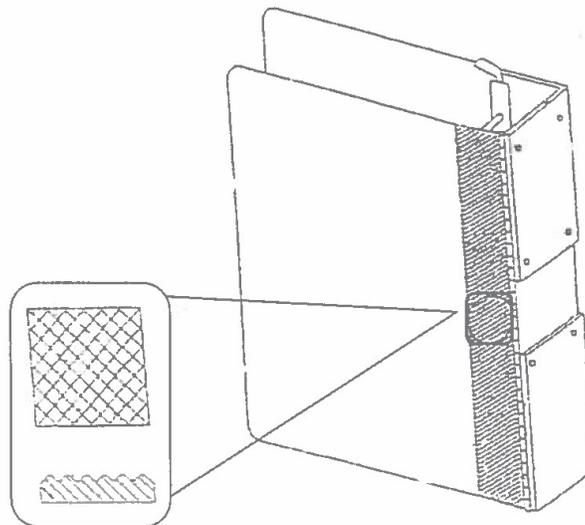
*This page must be sent with the binder order to a binder vendor but does not need to be sent to a label vendor.*



### **Checkering**

2-inch wide checkering zone (0.005 inch depth) near the backbone shall extend full height on the front & back covers to enhance gripping.

This checkering (cross-hatching, pattern of checks or squares) shall be similar to that used on rifle stocks and pistol grips.



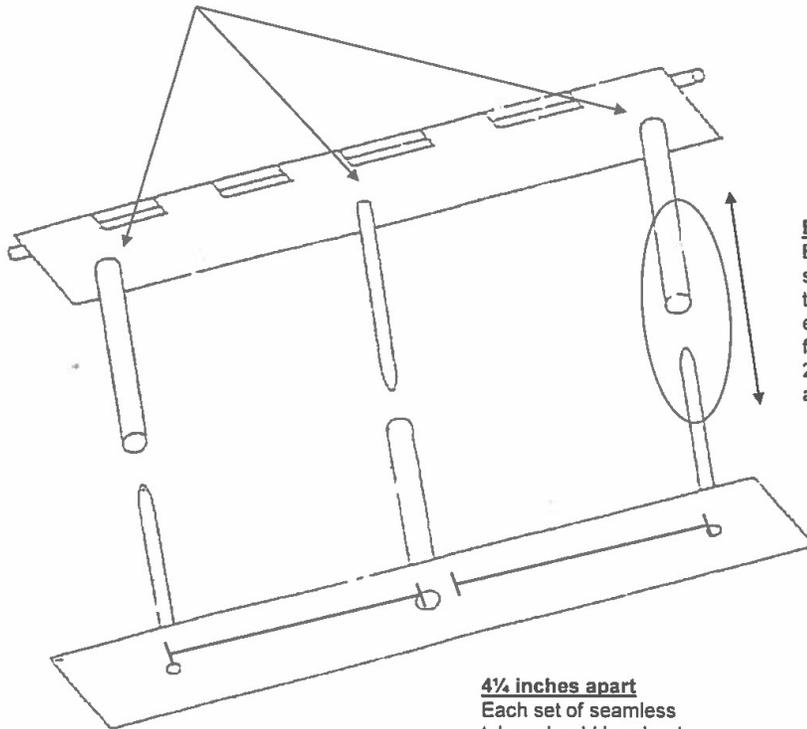
## EXHIBIT B

### Figure 2: Seamless Tubes

*This page must be sent with the binder order to a binder vendor but does not need to be sent to a label vendor.*

#### **Posts & sleeves**

Each binder for BPMI must have three ¼-inch-diameter posts & sleeves. These posts & sleeves are called "seamless tubes."



#### **Expand spine to 3¼ in.**

Each post in the seamless tube set must telescope enough to expand the binder spine from a width of approx. 2¼ inches to a width of approx. 3¼ inches.

#### **4¼ inches apart**

Each set of seamless tubes should be about 4¼ inches apart.

# EXHIBIT C

# CONFIDENTIAL

Derived From: DOE-DOD Classification Guide  
CG-RN-1 Revision 3 dtd February 1996

RESTRICTED DATA

This document contains Restricted Data as defined in  
the Atomic Energy Act of 1954. Unauthorized disclosure  
subject to Administrative and Criminal Sanctions.

## WARNING

### INFORMATION SUBJECT TO EXPORT CONTROL LAWS

THIS DOCUMENT CONTAINS INFORMATION SUBJECT TO THE INTERNATIONAL TRAFFIC IN ARMS REGULATION (ITAR) OR THE EXPORT ADMINISTRATION REGULATION (EAR) OF 1979 WHICH MAY NOT BE EXPORTED, RELEASED OR DISCLOSED TO FOREIGN NATIONALS INSIDE OR OUTSIDE THE UNITED STATES WITHOUT FIRST OBTAINING AN EXPORT LICENSE. A VIOLATION OF THE ITAR OR EAR MAY BE SUBJECT TO A PENALTY OF UP TO 10 YEARS IMPRISONMENT AND A FINE OF \$100,000 UNDER 22 U.S.C. 2778 OR SECTION 2410 OF THE EXPORT ADMINISTRATION ACT OF 1979. INCLUDE THIS NOTICE WITH ANY REPRODUCED PORTION OF THIS DOCUMENT.

NAVAL SEA SYSTEMS COMMAND    NAVY DEPARTMENT    WASHINGTON, DC

# CONFIDENTIAL

**EXHIBIT D**

**CONFIDENTIAL**

**CONFIDENTIAL**